



# MCCDC & MCB

## IPMS Annual

## Appraisal Tip

## Sheet #1

### **Rating period 20 Jun to 30 Sep**

- Performance plans were to be completed after 19 Jun 10 and before 3 Jul 10 in order for them to encompass the required 90 days of observation required for award consideration at the PARB.
- Employees must complete self-assessment in the Annual Appraisal section by 7 Oct 10. This will be done using the form the performance plan was created on. For this year the version of the form does not matter.
  - Narrative assessment needs to be in standardized format:
    - Objective (Identify the Critical Element by title)
    - Results (discuss products, outputs, or results associated with Objective/Critical Element)
    - Alignment to Mission (discuss the value of results to overall mission accomplishment)
- Rating Officials (RO) must complete their assessment in the Annual Appraisal section by 15 Oct 10.
  - Narrative assessment needs to be in standardized format:
    - Objective (Identify the Critical Element by title)
    - Results (discuss products, outputs, or results associated with Objective/Critical Element)
    - Alignment to Mission (discuss the value of results to overall mission accomplishment)
  - RO's will compare employee performance against standards documented in Part C of the assessment form, and then annotate on the sheet or select on the electronic form whether the employees performance was acceptable or unacceptable for each Critical Element.
  - RO's will NOT recommend what level or type of award is recommended. They may only recommend to the PARB whether an award is recommended. This must be done in the Command Use section of the form.
    - The ROs are required to enter the following exact phrase:  
“(Employee name) is recommended/not recommended for an award. (RO's name).”
  - RO's will complete the Annual Rating of Record by entering their name, title and organization in the Annual Appraisal Documentation section of the form and digitally signing the form.
  - Email the digitally signed form to the RO.

## MCCDC & MCB IPMS Annual Appraisal Tip Sheet #1, continued...

- Senior Rating Officials (SRO) must complete their review of the Annual Appraisal by 20 Oct 10.
  - Verify narrative assessments are in the correct format.
  - Review narrative assessments and determine if performance is acceptable per establish standards documented in Part C of the assessment form.
  - SRO 's will NOT recommend what level or type of award is recommended. They may only recommend to the PARB whether an award is recommended or not recommended. This must be done in the Command Use section of the form.
    - The SROs are required to enter the following exact phrase:  
“(Employee name) is recommended/not recommended for an award. (SRO's name).”
  - SRO's will complete the Annual Rating of Record by entering their name, title and organization in the Annual Appraisal Documentation section of the form and digitally signing the form.
  - Save the electronic form on your computer or a disk.
  - Print the digitally signed IPMS PDF form and the Interim NSPS appraisal from the PAA.
  - Staple both appraisals together with the IPMS appraisal on top.
  - Provide the appraisals to your organization PARB Administrator.
- This Tip Sheet is meant as a quick reference only. For more in-depth information recommend you review the following:
  - MCCDC LETTER OF INSTRUCTION FOR IMPLEMENTING THE DEPARTMENT OF THE NAVY INTERIM PERFORMANCE MANAGEMENT SYSTEM
  - USMC LETTER OF INSTRUCTION FOR IMPLEMENTING DEPARTMENT OF THE NAVY INTERIM PERFORMANCE MANAGEMENT SYSTEM
  - DON INTERIM PERFORMANCE MANAGEMENT SYSTEM FOR NON-BARGAINING UNIT POSITIONS TRANSITIONING FROM THE NATIONAL SECURITY PERSONNEL SYSTEM

These references can be found on G-1 webpage on the Marine Corps Base Quantico Website: <http://www.quantico.usmc.mil/activities/?Section=CMM>